



CALVERT COUNTY ETHICS COMMISSION

P.O. Box 1104 Prince Frederick, Maryland 20678

MEETING NOTICE

The Calvert County Ethics Commission (CCEC) conducted an open meeting on **Thursday August 25, 2022**, at **4:30pm**, via Zoom.

Open Minutes

Roll Call

Present: Matthew Raymer, Chair
Sonya Butler, Vice Chair
Brian Fairweather, Secretary
Mel Powell, Member
Thomas McClarren, Alternate Member
Vacant, Member

Staff: Ashley Staples-Reid, Special Projects Program Manager, Office of the County Administrator

General Business & Administrative Matters

1. Call to order – determine quorum
 - i. Determined quorum. Meeting was called to order at 4:34pm
 - i. Thomas McClarren as regular member
2. Approve open agenda for August 25, 2022
 - i. Sonya Butler motioned to approve the August 25th agenda as written. Motion seconded by Brian Fairweather. Motion passed unanimously.
3. Review and approve open minutes from July 19, 2022 meeting.
 - i. Thomas McClarren motioned to approve July minutes as presented. Motion seconded by Sonya Butler. Motion passed unanimously.

New Business

1. State Annual Certification
 - i. Due October 1, 2022. Commission's goal by consensus to have the proposal revisions to the Ethics Code done before Annual Certification deadline so the commission can incorporate updates in their certification. Ashley will send out last year's certification to the members for reference and will work with John Norris, County Attorney on scheduling the Public Hearing prior to Oct. 1.
2. Annual Report to BOCC (FY222)
 - i. Staff (Ashley) will send out the most recent annual report for reference. Commission will discuss and draft a FY23 report during September's meeting.
3. FY24 budget request due October 2022.
 - i. Staff (Ashley) will send out last year's budget request (FY23) for reference. Commission will discuss and complete request form during September's meeting.

Old/Unfinished Business

1. Revision to the Ethics Code required by the State Ethics Commission.
 - i. John Norris, County Attorney to bring proposed amendments to the Board of County Commissioner's during their August 30, 2022 meeting. Staff will recommend that the Board hold a public hearing for consideration of changes and close the record and adopt changes after the

public hearing as been held. Matt Raymer to attend virtually and Thomas McClarren tentative to attend (either in-person or virtually) to answer any questions. Staff (Ashley) still send out the Microsoft Teams link to members.

2. 2021 Financial Disclosure Statement (FDS)
 - i. Thomas McClarren suggested the commission discuss potential changes to the financial disclosure form for next year's reporting period. The commission will hold a work session during a future meeting.
3. Ethics Training update
 - i. No updates at this time.
4. Updates to Calvert County Government website
 - i. No updates at this time.

Public Comment

N/A

Recess, subject to Motion of Privilege for Closed Meeting:

Five items closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.

1. Personnel Matters [3-305(b)(1)] – the Commission will discuss personnel matters that affect one or more specific individuals over whom this public body has jurisdiction.
2. Pending or potential litigation [3-305(b)(8)] – the Commission will discuss with staff, consultants or other individuals about pending or potential litigation.

Motion to adjourn Open Meeting:

Thomas McClarren motioned, Sonya Butler seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:14pm

Minutes to be adopted at next meeting

Transcribed by: Ashley Staples-Reid, Special Projects Program Manager, County Administrator